

**Board of Directors Meeting Minutes
Kingston MFRC
Wednesday, April 24th, 2019
Time: 18:30**

Name	Position	Attendance
JOANNE CRONK	President	Present
BETH MACLEAN	Vice President	Present
BRITTANY BROWN	Treasurer	Present
MALLORY WALKER	Secretary	Present
COLLEEN FAIRHOLME	Executive Director	Present
JOAN DEBRIE	Member	Present
RICHA REHAN	Member	Present
SHANNON HILL	Member	Regrets
SOPHIE LAVIGNE	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Present
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Regrets

	Welcome/ Call To Order	Meeting called to order at 18:24. Presentation by the Special Needs Inclusion Team.	
1.	Additions to Agenda/ Approval of Agenda	No additions to agenda. Motion to approve agenda by Beth MacLean seconded by Sophie Lavigne.	Motion carried
2.	Review/ Approval of Minutes	Motion to approve March 27, 2019 Board of Directors Meeting Minutes; motioned by Richa Rehan seconded by Brittany Brown.	Motion carried

3.	Executive Committee Reports	<p>Ex-Officios</p> <p>Funding allocation to be determined in the coming months.</p> <p>Maj. Patrick Tsao-David to replace Maj. Erica Lidington effective August 2019.</p> <p>Executive Director</p> <p>Refer to ED Report</p> <p>Full allocation of \$40 000 from United Way</p> <p>Board President</p> <p>Once new board is established we will discuss changing meeting time to 6 PM effective September 2019.</p> <p>Joanne Cronk’s last meeting is June 26, 2019.</p> <p>Reminder for committees to meet quarterly.</p> <p>If decide to go to United Way workshop – let Joanne Cronk know so that Joanne can provide names to the Volunteer Services Worker (VSW). Members are asked to pay for workshop and submit receipt to VSW for payment.</p> <p>Board Committees</p> <p>Finance</p> <p>Motion to approve Brittany Brown as Treasurer; motioned by Mallory Walker seconded by Richa Rehan.</p> <p>Brittany will meet on monthly basis with the Bookkeeper beginning May 2019</p> <p>Please refer to year-end financial dashboard</p> <p>Waiting for two more invoices then can close the year.</p> <p>BOD will receive official MFS year end once finalized. BOD will approve via email.</p>	Motion carried

		<p>Due to various employment vacancies we will see a variance of approximately 3.5%</p> <p>Fundraising</p> <p>Discussed Donor wall background with BOD.</p> <p>HR</p> <p>Nothing to report</p> <p>Governance</p> <p>Resume and Cover letter of BOD applicant was distributed via email. Pending CPIC and onboarding, a motion to approve new board member by Beth MacLean seconded by Richa Rehan.</p> <p>AGM</p> <p>Discussed plans of AGM with BOD.</p>	
4.	Old Business	No old business reported.	
5.	New Business	ED to confirm if Volunteer Support Worker is conducting exit interviews of ex-BOD members.	
6.	Risks and Opportunities	The KMFRC reception area will have a sealant applied to the floors to prevent slipping and to assist with sterilization the centre. The Centre will be closed Saturday May 11, 2019 for this work to be conducted.	
7.	Decisions Requested	Year end summary to be sent out and reviewed by Board once finalized. A motion to approve and submit to MFS will be requested.	

		Annual request for unspent LPA surplus funds to be moved to internally restricted LPA account; motioned by Brittany Brown seconded by Sophie Lavigne.	Motion carried
8.	Round Table	Nothing discussed during round table.	
9.	Next Board Meeting	Wednesday, May 29, 2019 in the CRIC.	
10.	In Camera Session (if needed)	No in-camera session was held.	
	Meeting Adjourned	Meeting adjourned at 20:07	

Signed,



Joanne Cronk
 President
 KMFR Board of Directors



Mallory Walker
 Secretary
 KMFR Board of Directors